

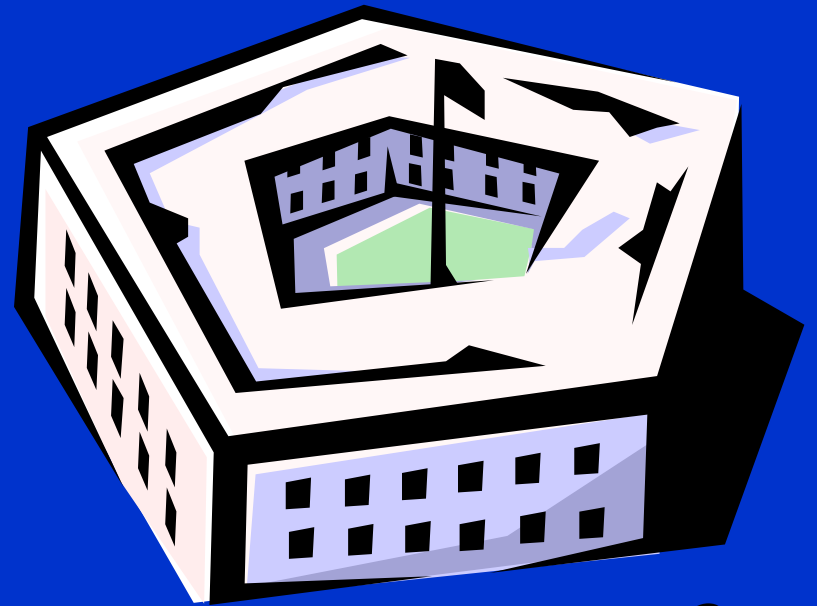
**[insert name of your  
office]**

**[insert names of  
your ethics  
counselors]**

**[insert physical  
& e-mail  
addresses and  
phone and fax  
numbers of your  
ethics  
counselors]**

# Misuse of Government Office

- Authority or Status of Your Office
- Government Resources



# The Rules Matter

- Support Public's Confidence in Integrity of Government
- Administrative, Civil, and Criminal Penalties



# Authority or Status of Your Office

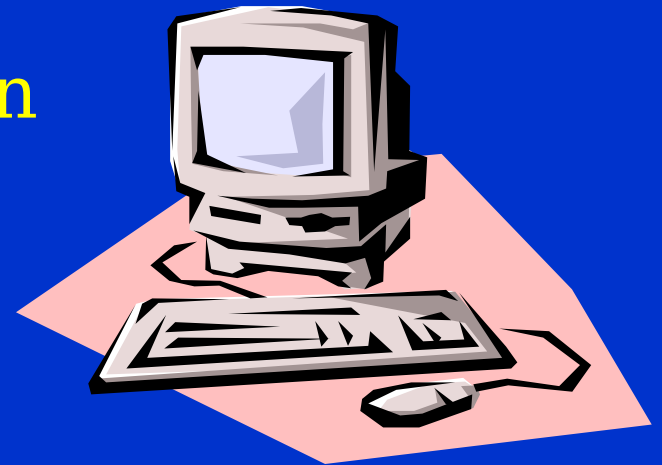
- Endorsements
- Outside  
Activities



# Misuse of Government Resources



- Equipment and Supplies
- Time
- Nonpublic Information
- Travel Benefits



# Solicit for Boy Scouts Volunteers

May you--

Use DOD letterhead and  
official signature block?

Solicit on the job?



# Endorsements: General Rule

- May not use authority of your government office to support private activities
- May not solicit other Federal personnel on the job



# Navy-Marine Corps Relief Society Fundraising



May you endorse with  
your Government title?



# Official Endorsements Permitted

- Combined Federal Campaign (CFC)
- Emergency Appeals Approved by Office of Personnel Management
- Military Relief Societies
- DOD Employees'/Dependents' Organizations Fundraising Among Own Members

# Individual CFC Recipient Organization

- Qualify for official endorsement?
- May your attendance be used to promote fundraising dinner?



# CFC Endorsements

**Only CFC**, not individual CFC  
recipient organizations, qualifies  
for official endorsement

# *Personal* Endorsements

- Ok , when clearly personal
- No reference to your government title or position
- General term of address (e.g., military rank or “Honorable”) ok

# *“Personal”* Endorsements by Prominent Senior Officials

- Hard to separate “personal” from “official” endorsements
- Recommend no personal endorsements

# Endorsements and Gifts

May you accept gift  
of  
free attendance at  
fundraiser?

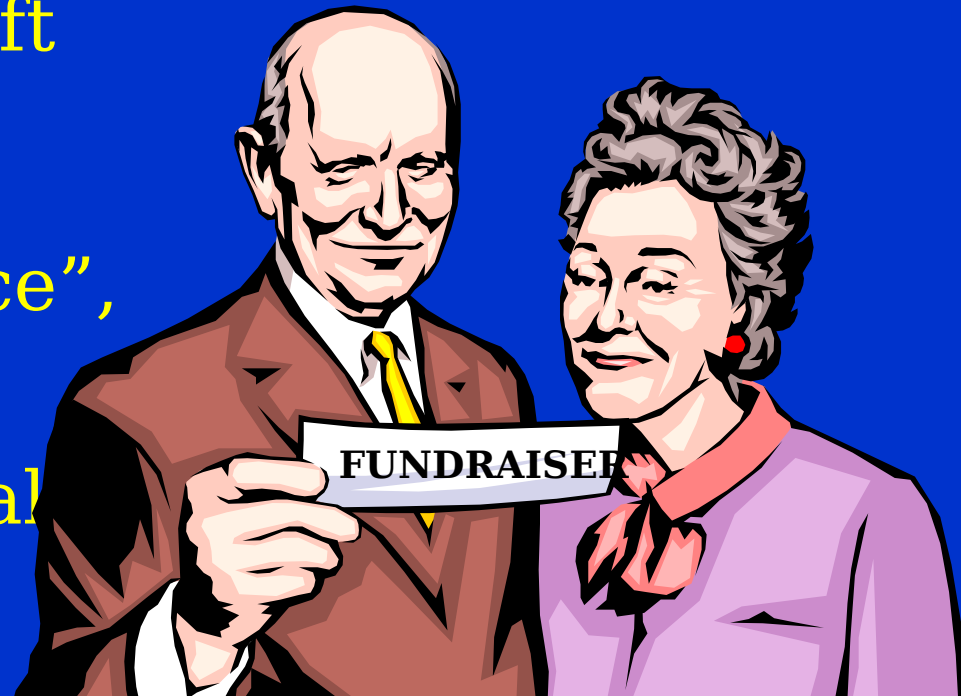


# Gifts from Nonfederal Sources: General Rule

You may *not* accept a gift offered:

by a “prohibited source”,  
*or*

because of your official  
position



# Authority or Status of Your Office

- Endorsements
- Outside Activities



# Outside Activities

- Teaching, speaking, and writing
- Outside activities in general



# Outside Speaking



May your government title  
or position be used to  
promote a private event?

# Outside Speaking

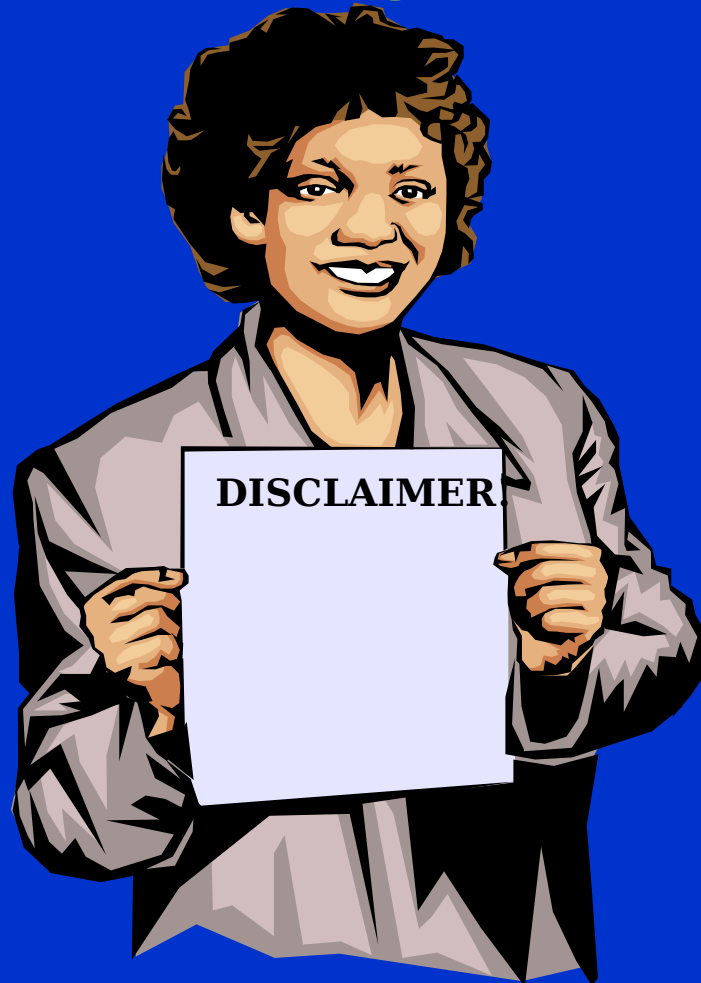
You may use your government title or position to promote a private activity if it is:

only one of several biographical details,

*and*

no more prominent than other significant biographical details

# Personal Teaching, Speaking, & Writing about DOD



# Nonpublic Information

- You may not use for personal teaching, speaking, and writing
- Prior security and public affairs clearance of material relating to national security issues



# Compensation

You may not accept compensation from a nonfederal source for teaching, speaking, or writing that relates to your official duties.



# When Does Teaching, Speaking or Writing Relate to Your Official Duties?

When any one of five tests is met



# Relate to Official Duties: Test #1



Do you teach, speak, or  
write as part of your  
official duties?



# Relate to Official Duties: Test #2

Was the invitation to teach, speak, or write made to you primarily because of your official position rather than your expertise in the subject matter?

# Relate to Official Duties: Test #3

Was the invitation to teach, speak, or write or the offer to compensate you made by an entity that has interests that may be affected substantially by the performance of your official duties?

# Relate to Official Duties: Test #4

Does your  
presentation draw  
on  
nonpublic  
information?



# Relate to Official Duties: Test #5

- Does your presentation deal significantly with any official matter to which you have been assigned by the Government during the past one-year period? *OR*
- Does your presentation deal significantly with DOD?

# Compensation: Special Rules

- Executive Schedule - \$0
- Noncareer SES -
  - General areas affected by DOD - \$0
  - Limit on all outside earned income - \$21,195 (15% of Executive Level II)
  - Teaching - prior approval required



# Outside Activities

- Teaching, speaking, and writing
- Outside activities in general

# Part-Time Work for DOD Contractor



May you accept a  
salary?

# Supervisor Approval Required if--

- You file financial disclosure report ;  
*and*
- Outside employer is prohibited source.

Supervisor must approve if--

No conflict of interest, and

No violation of statute or regulation



# Skills You Learned in Government

- Ok to use in your outside work, but --
- You may not use or disclose nonpublic information (e.g., proprietary information)

# Government Resources

- Equipment, supplies, time
- May not use for your outside commercial activities



# Endorsements

You may not use your  
government title, position, or  
organization for your outside  
activities.

May you call the  
Treasury  
Department on  
behalf of your  
outside employee..



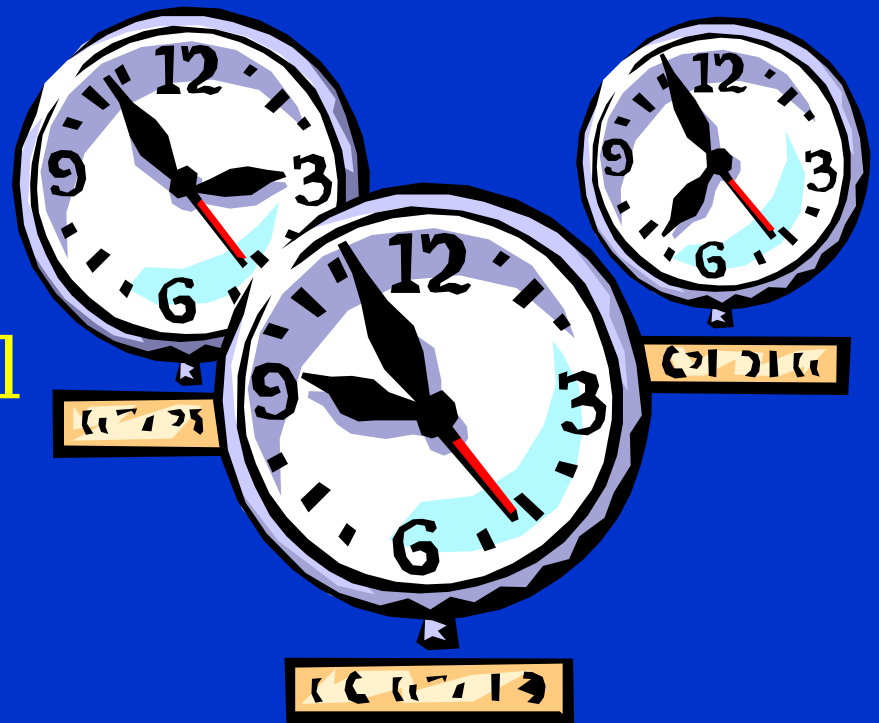
# No!

You may not communicate on behalf of someone else to a federal agency or court with the intent to influence on a particular matter involving the Government.



# More on Government Time

May you use your official time to help with local educational activities?



# Government Time: Community Support and Public Service

Your supervisor *may* permit your reasonable excused absences for community support activities promoting civic awareness and for uncompensated public service.

# Community Support and Public Service

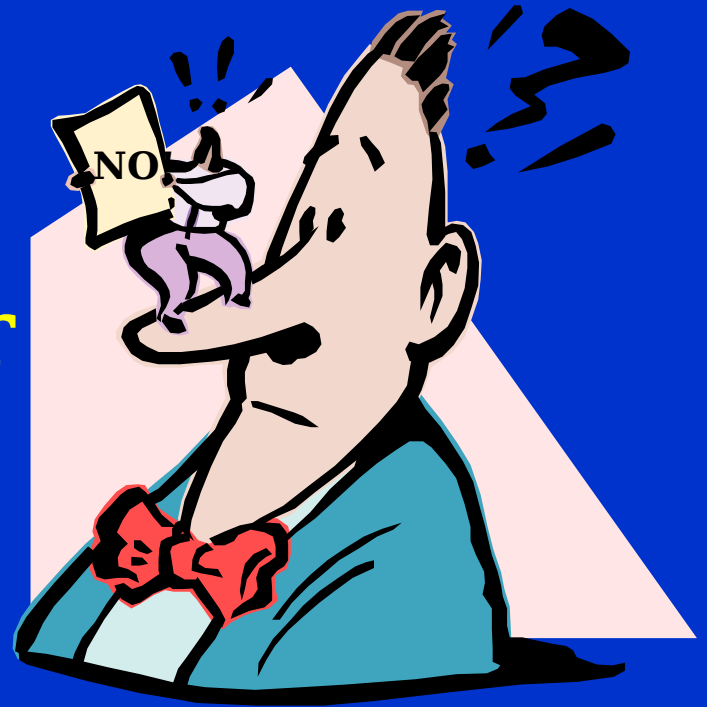
May you use your subordinates' official time to help you?





# NO!

You may not use  
subordinates for your  
voluntary civic  
activities.



# Papers for Certain Events and Publications

May you use your subordinates' official  
time to help prepare a paper to  
present at a  
meeting of the Association of the U.S.  
Army?

# A Qualified “Yes”

Your supervisor *may* permit limited use of your subordinates’ official time, as well as your own official time and government equipment, to prepare a paper for a nonprofit professional association, learned society, or professional journal, *if--*

## *If-- Continued*

- your participation is related to your official position or the DOD mission;
- your agency can benefit from your participation; *and*
- your participation does not interfere with the performance of official duties.

# Nonprofit Recreational Association

- Majority of members are federal employees or their spouses or dependent children
- May you use government letterhead and your official signature block to request use of base basketball court?

# Endorsements: Still the Same Rule

No. You may use the authority of your government position only for official business and to endorse nonfederal activities specified in regulations.

# Government Resources: Communications Systems

Your chain of command  
*may* permit personal use of  
government  
communications systems  
when the  
communications--



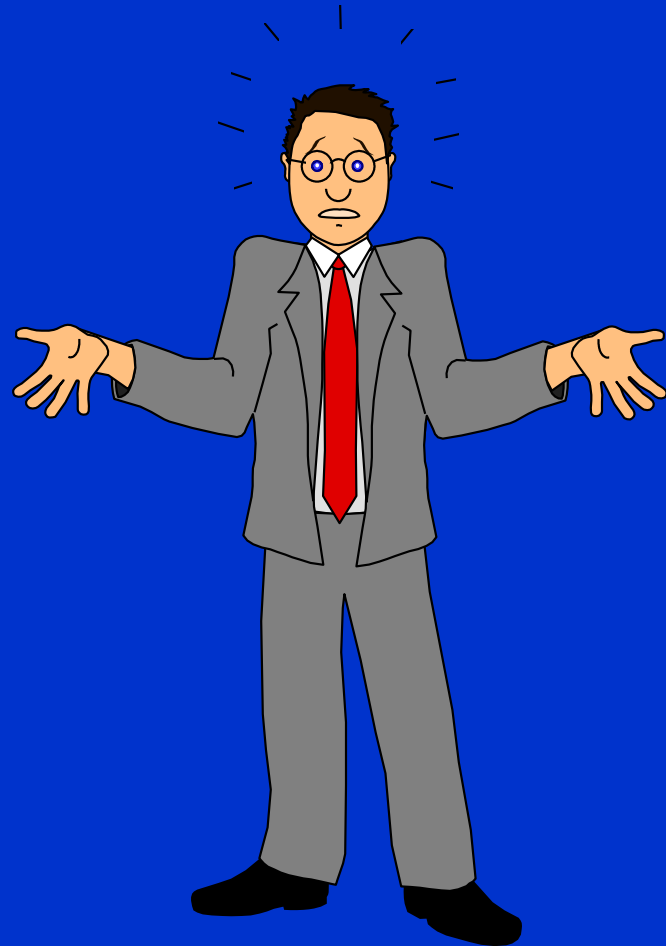
# Government Communications Systems - Continued

- do not adversely affect official duties;
- are of reasonable duration & frequency, and made on personal time whenever possible;
- serve a legitimate public interest;
- do not reflect adversely on DOD; *and*
- do not overburden the communications system or create a significant additional cost to DOD.



# Representing a Private Entity to the Government

May you?





# This Time, Yes!

- Exception permits you to represent, without compensation, a nonprofit cooperative, voluntary, professional, recreational, or similar group, if majority of members are federal employees or their spouses or dependent children.
- But, be careful of exceptions to the exception . . .

# Some Rules Vary; Others Don't

- Endorsements: Always the same rule.
- Using government resources or representing to the Government: The rules vary, depending on the outside activity.
- Ask your ethics counselor in advance



# Travel Benefits: An Easy Question



May you use frequent flyer miles accrued on your official travel to Spain for your vacation flight to Mongolia?

# The Answer: NO

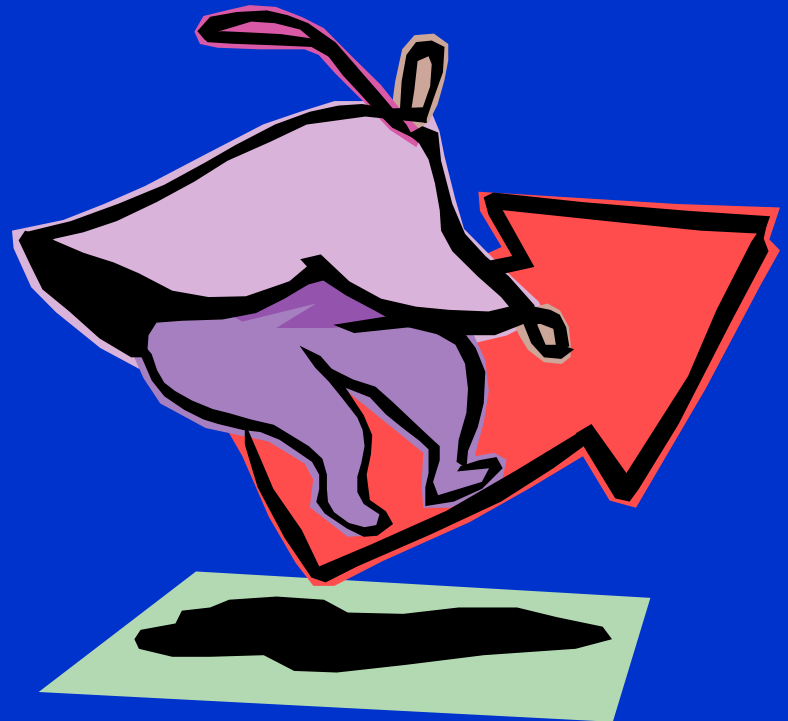
The reason:



Frequent flyer miles accumulated on official travel are the Government's property, not your personal property.

# Travel Benefits: Voluntary Bumping

- May you volunteer to be bumped?
- Do you get to keep the goodies offered to you by the airline as compensation?



# Volunteering to be Bumped: Good News

You may volunteer, if bumping does not--  
interfere with official duties; *or*  
result in additional cost to the Government.



# Voluntary Bumpee: Your Status

- You are *not* on official travel status
- You may not claim any expenses on your travel voucher for time served as a voluntary bumpee.



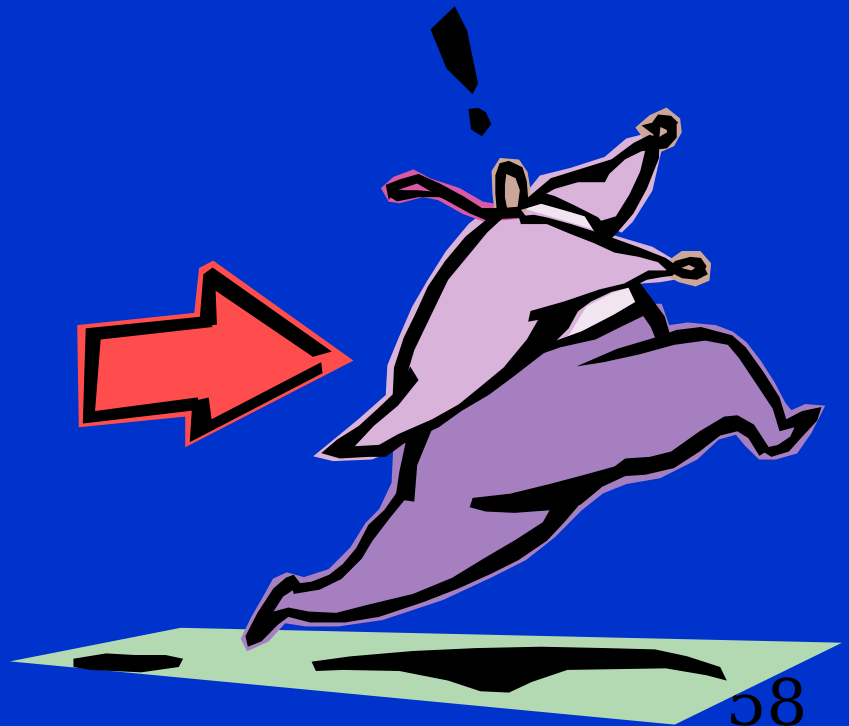
# Volunteering to be Bumped: How About the Goodies?

You may accept--  
free meals and lodging,  
*and* frequent flyer  
miles!



# Travel Benefits: *Involuntary Bumping*

What now?



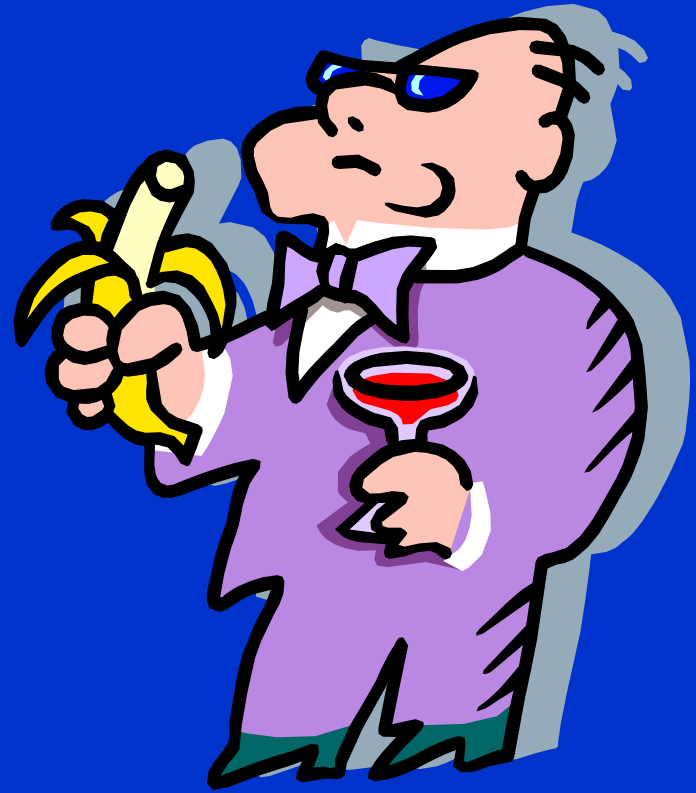
# Involuntary Bumpee: Your Status

- You remain on official travel status
- You may claim expenses on your travel voucher for time served as an involuntary bumpee.



# Involuntary Bumping: Now, the Goodies

- You may accept free meals and lodging.
- If you accept, you must reduce your travel voucher claim accordingly.



# Involuntary Bumping: How About those Other Goodies?



- We've saved the worst for last.
- Frequent flyer miles belong to *Government*.

# Misuse of Government Office: A Recap

Misuse of authority of your office:

- Endorsement of nonfederal activities
- Gifts from nonfederal sources

# Outside Activities: A Recap

- Teaching, speaking, and writing
- Outside activities in general

# Travel Benefits: A Recap

- Frequent Flyer Miles

Miles accrued on official travel  
belong to Government

- Exception for voluntary bumping



**[insert name of your  
office]**

**[insert names of  
your ethics  
counselors]**

**[insert physical  
& e-mail  
addresses and  
phone and fax  
numbers of your  
ethics  
counselors]**